

RECORDS COMMITTEE

MEMBERS

Jody Baltessen	City Records Manager and Archivist (Chairperson)
Richard Kachur	City Clerk
Ramona Hodges	Designate, Chief Financial Advisor
Micheal Giles	Designate, City Auditor
Harold Dick	Designate, Director of Legal Services and City Solicitor
Kirk Cumming	Designate, Director of Corporate Support Services

Citizen Members:

Heather Bidzinski	} 2-year term to expire
Toni Hanson	} December 31, 2018

JURISDICTION

Clause 1 of the Report of the Executive Policy Committee dated October 12, 2011, as amended and adopted by Council on October 19, 2011

Records Management By-law No. 86/2010

Subsection 110(2) of *The City of Winnipeg Charter*

COMPOSITION

- The City Records Manager and Archivist, or designate, who shall be the Chairperson of the Committee
- The City Clerk or designate
- The City Auditor or designate
- The Chief Financial Officer or designate
- The Director of Legal Services and City Solicitor or designate
- The Director of Corporate Support Services or designate
- Two citizen members who shall not be employees of the City and whose term shall be for not more than 3 years.

FUNCTION

To implement policies and procedures approved by Council, for the management, retention, safekeeping, disposition and destruction of records in all departments. The Committee reports on the management and condition of records keeping and information handling, and determines suitable retention and disposal authority and procedures for all City records and submits an annual report to Council.

CONTACT

Jody Baltessen
City Records Manager and Archivist
City Clerk's Department
380 William Avenue
Winnipeg, MB R3A 0J1